

PSS Training Paperwork Process

Name of Required Form

Training Notification Form

PSS Trainer Form

Training Validation Form

Student Information Forms

Course Evaluations

Copy of each Quiz/Exam

Copy of each Skills Checklist

Class roster

CNA certificates on or off Registry

Deadlines Forms must be Submitted to DLC

30 Days prior to the start of a training, unless class is full then with submitted paperwork at the end

Initial enrollment and when there are changes in information

Within 60 days of the last day of class

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Kept by instructor for 3 years

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With PSS test out materials (not required to take PSS class) lapsed LPN or RN licenses

Training Notification Forms

These forms must be received by the Division of Licensing & Certification (DLC) at least 30 days prior to the start of the class. If class is full submit with the classroom required paperwork. When one of these forms is received, the following steps will be taken:

1. All required information is identified on the Notification form. If there are any questions or if information is missing, one call or email will be made to the instructor using the number/email listed either in their contact information or at the number listed on the Validation form.

Training Validation Forms

This form is received after the end of the course, coming in a packet along with the Student information Forms and the Evaluation Forms.

1. DLC will verify the instructor has signed the form. If the form is not signed, one call or email will be attempted to have a copy of a signed form sent.

Student Information Form

This is a form used to get student's information. The information provided "will be added to our training database so we will have accurate information about your training history." These forms come into DLC in a packet with the Validation Form and the Evaluation Forms.

Course Evaluation Forms

This is the way that DLC gets feedback from the students regarding both the course and the instructor. This information will be kept on file and quality assurance will be completed from the data submitted.

PSS Trainer Form

This form must accompany the training notification form with initial class enrollment and thereafter only with changes. This form serves two purposes:

- 1.) to verify and update trainer information
- 2.) to verify completion of either a Train the Trainer course or Trainer attestation process.